Posters - Frequently Asked Questions

Question: Can I use the "six-in-one" or other large combination poster rather than separate posters? Can I get a "six-in-one" poster from the U.S. Department of Labor?

Answer: If all the posters you are required to post are in the “six-in-one” poster and each individual poster meets the size requirements of the U.S. Department of Labor (DOL) then you may use it. There are only two posters where the regulations specify a size (the OSHA poster and Executive Order 13496 poster), but all federal workplace posters must be easily readable.

Occupational Safety and Health Act (OSHA) Poster – The regulations state that reproductions or facsimiles of the poster shall be at least 8 1/2 by 14 inches with 10-point type.

The Executive Order 13496: Notification of Employee Rights Under Federal Labor Laws Poster – Contractors may reproduce the poster but may only use exact duplicates. The poster must be 11 by 17 inches.

The U.S. Department of Labor (DOL) provides posters in the proper size for free on the DOL Poster Topic page or by calling the Department at 1-866-4-USA-DOL (1-866-487-2365).

However, DOL does not supply such “six-in-one” posters since different employers have different notice requirements.

Category: Posters

Subcategory: Size Specifications and Requirements

Question: I own a small business. Which federal posters does my company need to post?

Answer: Many of the employment laws administered by the U.S. Department of Labor (DOL) require notices to be posted in the workplace. To determine which federal posters you are required to post, please visit the DOL elaws Poster Advisor. States and local governments may also have posting requirements. You should contact the appropriate state or local agency if you need additional information.

Please note that generally, whether your organization is nonprofit or for-profit has no bearing on whether you have to post notices.

Category: Posters

Subcategory: Requirements for Specific Employers

Question: Do churches have to post workplace posters?

Answer: If the church has at least one paid employee, it is required to post some workplace posters. To determine which federal posters are required, please visit the DOL elaws Poster Advisor.

Category: Posters

Subcategory: Requirements for Specific Employers

Question: I am the business owner. I have no employees and no contract employees. Do I have to post posters?

Answer: No, but if you start hiring employees, please visit the U.S. Department of Labor's Poster Advisor to learn which posting requirements would then apply to your business.

Category: Posters

Subcategory: Requirements for Specific Employers

Question: I have no employees, just contract employees. Do I have to display the federal workplace posters?

Answer: Under some federal laws, owners and/or contract employees are counted as employees. If you are likely to be considered a joint employer of your contract employees, use the U.S. Department of Labor's Poster Advisor and count the contract employees as employees to see which posters you have to post. (Employment laws can have different definitions of employees

and employers, so contact the agency administering the particular law if you need clarification.)

Category: Posters

Subcategory: Requirements for Specific Employers

Question: I have only unpaid volunteers. Do I still have to post posters?

Answer: To be exempt from federal poster requirements, the employer must use only workers who qualify as bona fide volunteers under the Fair Labor Standards Act. Bona fide volunteers are individuals who donate their services for public service, religious or humanitarian objectives, without contemplation of being paid.

Category: Posters

Subcategory: Requirements for Specific Employers

Question: If a state minimum wage law provides greater protection than the federal minimum wage, do I still have to post the federal Fair Labor Standards Act/Minimum Wage Poster?

Answer: Yes. If a state law provides greater protection (e.g., has a higher minimum wage than the federal minimum wage), the employer still must post the federal Fair Labor Standards Act (FLSA)/Minimum Wage poster. (Note that the federal poster provides information regarding federal regulations on child labor and overtime rules in addition to the federal minimum wage.)

Category: Posters

Subcategory: Requirements for Specific Employers

Question: I pay my employees by commission. Do I still have to post the Fair Labor Standards Act/Minimum Wage Poster?

Answer: Yes. How an employee is paid is not relevant to whether you must post the Fair Labor Standards Act (FLSA)/Minimum Wage poster.

Category: Posters

Subcategory: Requirements for Specific Employers

Question: Do I have to pay for posters?

Answer: No, you may download and print them yourself for free from the U.S. Department of Labor's Poster page.

Category: Posters

Subcategory: Cost and Accessibility

Question: I know which federal posters I am required to post. Where can I get the posters?

Answer: You can download and print posters free of charge directly from DOL's Poster Topic page.

Category: Posters

Subcategory: Cost and Accessibility

Question: No applicants for employment are interviewed in person. We post job openings online and interview applicants on the phone. How can I post the FMLA, EEO and EPPA posters?

Answer: Most of our poster regulations were written before the Internet was used for job postings. Until the regulations are revised, please place a prominent notice on the website where the job postings are listed stating that “Applicants have rights under federal employment laws” and link to the three posters: Family and Medical Leave Act (FMLA) Poster (FMLA regulations were revised to allow for electronic posting as long as such

posting otherwise meets the requirements of the regulations.); and Employee Polygraph Protection Act (EPPA) Poster. Please note, however, that posting the notice on the employer's website in this manner is not a substitute for posting these EEO posters in conspicuous places on the employer's premises where otherwise required.

Category: Posters

Subcategory: Posting Methods for Remote Hiring

Question: Do I have to post the federal workplace posters in languages other than English?

Answer: With a few exceptions (FMLA, MSPA and Executive Order 13496), the U.S. Department of Labor's regulations do not require posting of notices in Spanish or other languages. However, we encourage you to post the posters that are available in other languages on the Poster Topic page if employees in your workforce speak other languages.

Family and Medical Leave Act (FMLA) Poster — Where an employer's workforce includes a significant portion of workers who are not literate in English, the employer shall be responsible for providing the notice in a language in which the employees are literate. (The FMLA poster is available in Spanish.)

Migrant and Seasonal Agricultural Worker Protection Act (MSPA) – This poster shall be provided as necessary and reasonable, in Spanish or other languages common to migrant or seasonal agricultural workers who are not fluent or literate in English. (See the Poster Topic page for copies in Spanish, Vietnamese, Hmong, and Haitian-Creole.)

Executive Order 13496: Notification of Employee Rights Under Federal Labor Laws Poster – Contractors and subcontractors are required to post translations of both the physical and electronic postings where a significant portion of a contractor's workforce is not proficient in English. Contractors and subcontractors must provide the required notices in the languages the employees speak. DOL will provide translations of the poster and the electronic link that leads to the e-poster upon request.

The Immigration and Nationality Act (INA) (Employee Rights Under the H-2A Program Poster) – The employer must provide this poster, to the extent

necessary, in any language common to a significant portion of the workers if they are not fluent in English.

Category: Posters

Subcategory: Language Requirements

Question: I am running out of wall space. Can I put the required posters in a binder instead of the wall?

Answer: No, you cannot put them in a binder. Generally, federal workplace posters must be displayed or posted in a conspicuous place where they are easily visible to all employees — the intended audience. However, the Uniformed Services Employment and Reemployment Rights Act (USERRA) Notice/Poster ("Your Rights under USERRA") can be provided in other ways as long as the full text of the notice is provided (e.g., by distributing the notice to employees by direct handling, mailing or via electronic mail).

Note: Not all posters must be posted by all employers. To determine which federal posters an employer is required to post, please visit the U.S. Department of Labor's elaws Poster Advisor.

Category: Posters

Subcategory: Display Requirements

Question: We have break rooms on each floor in our building. Do I have to post the posters in each break room on each floor or can I just post them in the lunchroom?

Answer: If all your employees regularly visit the lunchroom, you can post all required posters there. If not, then post the posters in the break rooms on each floor or in another location where they can readily be seen by employees on each floor. However, for Executive Order 13496 poster, the notice must be posted in a widespread fashion that is prominent and readily observable throughout the contractor’s/subcontractor’s plants and offices, including placement where other employee notices are posted. “Other notices to employees” are not limited to =federally required legal notices, but includes notices to employees regarding the terms and conditions of their employment. Therefore, a single notice in the HR office, cafeteria, or breakroom is not sufficient to satisfy the posting requirements for this Executive Order. The notice must also be posted in the employees’ work

areas, where other notices to employees are posted, and other areas that employees congregate.

Category: Posters

Subcategory: Display Requirements

Question: Our company has many buildings. Our employees report directly to the building where they work, and there is no requirement that they must first report to our main office or headquarters location prior to commencing work. Do I have to post the notices/posters in each of our buildings?

Answer: Yes. Where an employer has employees reporting directly to work in several different buildings, the employer must post all required federal posters in each building, even if the buildings are in the same general vicinity(e.g., in an industrial park or on a campus).

Category: Posters

Subcategory: Display Requirements

Question: My salespeople/employees are required to report to the main office only once a week. Can I just post the posters there?

Answer: Yes, except for the Executive Order 13496 poster, which must be posted in locations in which a contractor’s or subcontractor’s employees engage in work. For instance, if employees are making sales calls by phone in remote offices, the notice must be posted in those offices.

Category: Posters

Subcategory: Display Requirements

Question: Those “six-in-one” poster [or any large single poster containing multiple notices] is too big for my wall. What am I supposed to do?

Answer: The U.S. Department of Labor requires you to post the individual notices applicable to your business or organization. They do not have to be “all in one.” Most individual posters range in size from 8 ½” x 11” to 8 ½ x 14”. If you do not know which notices you need to post, use the elaws Poster Advisor.

Category: Posters

Subcategory: Display Requirements

Question: We don’t interview or process applicants in a central location, but we see them at individual supervisors’ offices. What do we do about notices that must be posted where applicants for employment can see them?

Answer: Employers must post notices in conspicuous places, available to employees and applicants for employment. Consequently, if applicants are being processed and/or interviewed in supervisors’ offices, then the poster should be posted in these locations as this is where the notice would be available to these individuals. If you have additional questions, see the U.S. Department of Labor’s Poster Topic page for links to the individual agencies that administer the relevant law.

Category: Posters

Subcategory: Display Requirements

Question: Where can I get state workplace posters?

Answer: You will need to contact your state or local government. Please see the list of state labor offices.

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Category: Posters

Subcategory: Latest Updates and Availability

Question: Is there a federal requirement for businesses to put up a Drug-Free Workplace poster?

Answer: No. There is no such federal requirement. However, some businesses that receive contracts or grants from the federal government use posters to help fulfill some of the educational requirements under the Drug-Free Workplace Act of 1988.

Category: Posters

Subcategory: Specific Federal Requirements

Question: Do you have the “hand washing” poster?

Answer: The U.S. Department of Labor does not require that businesses display a “hand washing” poster. Please visit the U.S. Department of Health and Human Services' website to order or download these non-mandatory posters. Also, contact your state, county or city Public Health Department regarding their poster requirements.

Category: Posters

Subcategory: Specific Federal Requirements

Question: What are the penalties for not posting a required federal poster?

Answer: See DOL’s Poster Topic page for applicable penalties.

Category: Posters

Subcategory: Penalties for Non-Compliance

Question: How do I know I have the most up-to-date posters?

Answer: The DOL Poster Topic page provides the date each poster was last updated and a link to that poster.

Category: Posters

Subcategory: Latest Updates and Availability

Question: Do I have to keep the old posters on file?

Answer: No.

Category: Posters

Subcategory: Record-Keeping Requirements

Question: Do you have the “hand washing” poster?

Answer: The U.S. Department of Labor does not require that businesses display a “hand washing” poster. Please visit the U.S. Department of Health and Human Services' website to order or download these non-mandatory posters. Also, contact your state, county or city Public Health Department regarding their poster requirements.

Category: Posters

Subcategory: Specific Federal Requirements

Question: I have no employees but one of my contractors has employees working at my workplace. Who is responsible for posting the required federal posters?

Answer: In general, your contractor should post the posters at your workplace for the contractor's employees. However, in some cases, you may be considered a joint employer of these employees, so you should make sure the required posters are posted if the contractor does not do so. Employment laws can have different definitions of employees and

employers, so contact the federal agency administering the particular law if you need clarification.

Category: Posters

Subcategory: Responsibilities and Requirements for Contractors and Employers